

PROJECTS \$0-10,000

VERTICAL CONSTRUCTION

USE SOUND BUSINESS PRACTICES

LET'S GET STARTED

Sound Business Practices means ensuring the receipt of a favorable price based on a scope of work and adhering to a Code of Conduct to avoid violating public bid laws.

PREPARE A BIDDING PACKAGE

DHCD provides templates on its website to help you prepare a bidding package. These templates include the necessary Terms & Conditions and Forms

YOU WILL FIND THE DOCUMENTS EASY TO EDIT IF YOU OPEN THE TEMPLATE ON THE DHCD WEBSITE [Public Housing Modernization](#). SAVE THE DOCUMENT TO YOUR OWN COMPUTER THEN CLOSE YOUR BROWSER AND OPEN THE DOCUMENT WITH YOUR COMPUTER USING YOUR WORD PROCESSING SOFTWARE

OBTAIN PREVAILING WAGES

1. The Bidding Package should include:

- ☐ A Scope of Work describing the LHA's needs in sufficient detail. This is accomplished by identifying particulars such as , size, dimensions, quality, performance, warranties, installation and time of contract completion. You can follow the outline provided.

For quality and performance LHAs are required to follow [DHCD's Design Guidelines & Construction Standards](#) which is available on DHCD's website.

- ☐ The **Terms & Conditions and Forms** which are necessary to meet statutory obligations and help protect the LHA if problems arise during the execution of the work. Attach these documents to the scope of work.
- ☐ The LHA must apply for **Mass Prevailing Wage Rates regardless of the estimated cost of construction** and attach a copy of these wage rates to the bid package that you give to quoting Contractors.

CONTACT A CONTRACTOR

3. Contact a contractor(s) for a quote based on the scope of work you prepared; ***Use the sample Quote Form to help obtain a price(s)***
4. LHAs shall keep a record of each such bid procedure including the name & address of the person(s) or firm(s) from whom the services were procured.

EXECUTE A CONTRACT NEVER USE A VENDOR'S CONTRACT

5. **Use the Owner/Contractor Agreement** (Contract Form) provided in this package. The Contractor should provide a Certificate of Insurance before the LHA & Contractor enter into contract.
6. Issue a **Notice to Proceed** & LHA's tax exempt number once a contract is executed by the LHA & Contractor.